

# CITY OF DENTON

## POLICY/ADMINISTRATIVE PROCEDURE/ADMINISTRATIVE DIRECTIVE

SECTION: HUMAN RESOURCES	REFERENCE NUMBER: 110.01
SUBJECT: ATTENDANCE	INITIAL EFFECTIVE DATE: 8/21/84
TITLE: ABSENTEEISM/TARDINESS	LAST REVISION DATE: 11/16/2021

### POLICY STATEMENT:

Employees shall be required to be at their places of work in accordance with these policies and procedures. All departments shall maintain attendance records of employees.

Absenteeism and tardiness on the part of employees increases the workload of fellow employees, interferes with productivity, and reduces the quality of service.

The absence of any employee from work usually involves the rearrangement of work schedules and the temporary reassignment of other employees. To accomplish these tasks, sufficient advanced notice of an absence is necessary.

Unauthorized absence, failure to return at the expiration of a leave of absence or being absent without approved leave for a period of at least two (2) working days or shifts of duty may be deemed an automatic resignation. The department director may rescind such a resignation if the employee presents a satisfactory reason for failure to report the absence within three (3) working days of the effective date of the automatic resignation.

### ADMINISTRATIVE PROCEDURES:

#### I. DEFINITIONS

“Absence” – An absence is any time an employee is not at work during their scheduled hours, regardless of the reason.

“Tardiness” – Tardiness is any time an employee is not at work on time at their scheduled starting time, including returning from a lunch break or any other scheduled break time.

“Occasion of Absence or Tardiness” – One or more *unscheduled* or *unauthorized* Absence(s).

The following would not constitute a tardiness and/or absence or an occasion of absence or tardiness.

- (1) Approved vacation time;
- (2) Death in the family;
- (3) Jury duty;
- (4) Military leave;

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- (5) Approved workers' compensation time
- (6) Scheduled and approved sick time (e.g., medical procedure, doctor's appointment);
- (7) Unexpected hospital confinement; or
- (8) Designated and documented leave under the Family Medical Leave Act (FMLA).

“Unscheduled” – Means that the employee provided less than one (1) day notice of their absence to their supervisor.

“Unauthorized”– Absences that are not covered under the exceptions of Occasion of Absence or Tardiness.

**II. GUIDELINES:**

Each Occasion of Absence or Tardiness will be counted on the employee's attendance records. Supervisors may act upon the accumulation of a certain number of Occasion of Absences or Tardiness within a given period, taking into consideration the following:

- The number of absences or tardiness;
- The pattern of the absences or tardiness;
- Length of time employed with the City;
- The employee's past record; and
- The reasons for the absences or tardiness.

<b>Total Number of Occasions of ABSENCES within a 12-month period</b>	<b>Within This Time Period</b>	<b>Action Likely to be Taken</b>
3	3 Months	Counseling or Coaching
6	6 Months	Written Reprimand
9	9 Months	Suspension
12	12 Months	Termination

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Total Number of Occasions of TARDINESS within a 12-month period	Within This Time Period	Action Likely to be Taken
6	3 Months	Counseling or Coaching
9	6 Months	Written Reprimand
12	9 Months	Suspension
15	12 Months	Termination

*Note: the above tables are guidelines. Supervisors are encouraged to typically administer corrective action progressively up the levels of corrective action.*

*A rolling back twelve (12) month period will be considered in monitoring attendance. Attendance will be monitored with the most recent occurrence and subsequent corrective action taken for additional occurrences.*

**III. EXCEPTIONS**

*The appropriate corrective action will depend on the totality of the circumstances.* It is not the intention of this policy to administer corrective action or termination of employment of employees with loyal service records who are temporarily experiencing a period of hardship that could be related to a decline in health or a personal family matter. Therefore, a supervisor has the discretion to deviate from the above guidelines, particularly if a supervisor believes that based on the totality of the circumstances, a reduction of corrective action is justified for a short period of time. For example, employees in their initial employment period with the City may be subject to corrective action or termination of employment after a lesser occurrence of Occasion of Absences than provided in the above Table.

**IV. PROCEDURES FOR REPORTING ABSENCES**

- A. Each department head or their designee shall develop a protocol for notifying the appropriate person when an employee will be absent or tardy for work. Each department or division shall designate an individual who will be responsible for receiving absentee calls.  
*Notification does not excuse the absence or tardiness.*
- B. An employee's failure to report their absence or tardiness according to the departmental protocol may be grounds for corrective action, including and up to termination of employment.
- C. To be eligible for paid sick leave, an employee must report their absence to the designee within

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a time determined by each department, division, or section, not to exceed one half (1/2) hour after the employee's regularly scheduled workday begins. (See Sick Leave policy, no. 111.01)

**V. PROOF OF ABSENCE**

In the case of absenteeism, if the supervisor has reason to suspect abuse, they may require the employee to present satisfactory proof of the need for the employee's absence. (See Sick Leave Policy, 111.01). Section I. above in this policy will still apply.

**VI. DEPARTMENTAL ATTENDANCE POLICIES**

Based on business necessity and the nature of services rendered, a department may have a more stringent rule on attendance. If so, that departmental policy will be given deference in conjunction with this policy. The department head or their designee must consult with the Human Resources Department prior to implementing any departmental policies on attendance. It is the responsibility of supervisors to administer this policy and/or their departmental attendance policy.